

# City of Detroit

## Vacation

On July 1st of each year, Payroll will move hours over 160 in your vacation bank to the "Must Use Vacation" category. The "Must Use Vacation" time must be used by September 30th of each year. (Note: All hours in "Must Use Vacation" time will be forfeited if not used by September 30th.) [Click here to visit City Employee Information webpage for more details.](#)

### Vacation Accrual Chart Based on Employment Type

Employment Type	Vacation Accrual	Vacation Accrual Based on Years of Service
<b>All Exempt Employees:</b> Exempt Temporary Administrative Special Service Exempt (TASS) Mayoral/Department Appointee	Accrue one (1) day per ten (10) paid days of service.  Total vacation days earned in one (1) fiscal year* is 20 days.	N/A
<b>All Non-Exempt Employees:</b> Hourly Union / Non-Union TASS	40 hours at 6 months and 1000 hours of paid time, both requirements must be met.  Another 40 hours accrue on one-year anniversary date and 1600 hours worked.	<ul style="list-style-type: none"> <li>• 6 months - 40 hours</li> <li>• 1 Year - Receive 40 additional hours</li> <li>• 2-5 Years - 10 Days</li> <li>• 6 Years - 11 Days</li> <li>• 7 Years - 12 Days</li> <li>• 8 Years - 13 Days</li> <li>• 9 Years - 14 Days</li> <li>• 10-12 Years - 17 Days</li> <li>• 13 Years - 18 Days</li> <li>• 14 Years - 19 Days</li> <li>• 15 Years - 20 Days</li> </ul>

- \* The City of Detroit's Fiscal Year Starts on July 1 and Ends on June 30.
- Non-Exempt Employees are granted vacation after 1600 paid hours in a fiscal year.
- By July 1, if Non-Exempt employees do not reach 1600 paid hours worked, then their vacation hours are prorated.
- Disclaimer: Employees covered under a CBA should refer to the master agreement for specific details. Information is subject to change based on contract amendments and other negotiated rules.